



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/21/14

Amber Chesmore  
510 North Chestnut St  
Wapello IA 52653

Dear Amber,

This letter is in regards to the 10/21/14 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

**Amber will store her firepit and cover her grill.**

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

**Amber needs to pick up branches in the outdoor play area.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**Amber needs to put specific address on plans posted for flood/evacuation area.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**Amber needs to check monthly and document. Form provided during the visit.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Amber needs to show documentation of current physical for Cassandra.**

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**Amber needs to show documentation of current course completion.**

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Amber needs to provide Certificate of Compliance for 1 crib that she utilizes for daycare children.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**Need update for M.C., S.C.**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Need update for M.C., S.C.**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need update for M.C., S.C.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need update for M.C., S.C.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need update for A.H., A.S. Need signature and date on form for K.A.(2) Need for M.C., K.A.(4).**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 12/4/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **12/4/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling  
Social Worker II

***MACHELLE PEZLEY***

Machelle Pezley  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).